



## **BRANCH COORDINATOR – MAMELODI BRANCH**

IkamvaYouth is a township-based volunteer programme that gets learners out of poverty through education. The organisation exists to reduce inequality in South Africa, and its track record of matric results, access to post-school opportunities, and alumni success is proof that positive change is possible.

IkamvaYouth seeks to appoint a Branch Coordinator to be based in IkamvaYouth's Mamelodi Branch. The Branch Coordinator reports to the Gauteng District Coordinator. This social entrepreneur must be passionate about the power of education to transform lives and communities, and want to make a difference. This is an exciting opportunity to play a pivotal role in a by-youth for-youth educational movement that empowers young people to take their futures into their own hands.

### **Responsibilities:**

- Negotiate MOU's with community stakeholders;
- Coordinate the branch, after-school sessions and weekend tutorials;
- Ensure policies and processes are implemented for successful programme delivery;
- Recruit, coordinate and support volunteer tutors and mentors;
- Community liaison; with the schools, community center's, CBOs and NGOs;
- Fundraise to build and sustain the branch (meeting with funders, writing proposals and reports, reporting, monitoring and evaluation);
- Manage an office and ensure accurate and up-to date data collection and administration for monitoring and evaluation;
- Budgeting, financial management and reporting;
- Coordinate branch communication (social media, website, group e-mail discussion lists, newsletters, etc.) together with other ikamvanites;
- Lead a team of volunteers to implement the supplementary tutoring, career guidance and mentoring and holiday programmes.

### **Qualification & Competencies required:**

- Minimum of three year degree and two years' work experience or five years relevant work experience;

- Experience of having managed a community programme/initiative for a minimum of two years;
- Proven track record of developing initiative and managing community stakeholders
- Highly entrepreneurial outlook;
- Ability to work independently in a politicized community;
- Management skills to manage a branch, staff, donors, sponsors, funders, learners, and community expectations;
- Organized and efficient;
- Impeccable time management skills, data collection and reporting must be accurate and timely;
- Passion for working with young people and a pro-active energy;
- Ability to work alone and take initiative;
- Adept at using computers (Microsoft Office, social media and internet);
- Ability to work virtually (many discussions, meetings and document development occur collaboratively online);
- As an organization that supports community development, the preferred candidate would be South African and ideally reside in the **Gauteng province**.